



## **Manhasset Public Library Policy on Communicative Activities at Library Facilities**

This Policy is enacted by the Board of Trustees of the Manhasset Public Library to manage certain activities that enjoy protection under the First Amendment to the Constitution of the United States when engaged in at governmental facilities that are traditional public forums such as libraries. The Manhasset Public Library welcomes all members of the community, and so refrains from taking positions on political issues that do not materially impact its mission or operations. The Library's facilities serve the unique purposes of a library and are not traditional public forums to engage in protected speech. Those portions of the Library's facilities that are made available to groups of two or more persons pursuant to a permit issued by the Library are "restricted public forums." This Policy recognizes that citizens have opportunities in venues operated by other governmental agencies as traditional public forums to engage in such protected communicative activities, and affirms long-standing practice at the Library to minimize potential adverse impacts upon Library patrons from activities not consistent with the Library's purpose.

(a) The circulation of petitions, the handing out or dispensing of written materials, including, without limitation, flyers, the collecting of signatures, and speech-making are collectively referred to herein as "Communicative Activity."

(b) Communicative Activity shall not be permitted at any time without the prior issuance by the Library of a permit allowing same, after submission of an application for such permit on forms provided by the Library. To the extent that a permittee circulates, hands out or otherwise dispenses or displays any written material in the course of Communicative Activity pursuant to a duly issued permit, such permittee shall remove same in its entirety, or ensure that same be deposited in appropriate receptacles at the conclusion of such permitted Communicative Activity.

(c) Communicative Activity shall not be allowed at any time or at any location within any Library building or facility or anywhere on Library property except during the times and in the restricted public forum area identified for such activity in a duly issued permit.

(d) Communicative Activity shall not be allowed at any time in areas reserved for use by groups under a permit, without consent of the group representative designated on the relevant group reservation permit application.

(e) No unattended signs, notices or other printed material shall be allowed anywhere on Library property at any time. The Library reserves to itself the exclusive right to post signs, notices or other printed material on Library property, and all such postings shall pertain to the purpose and operations of the Library.

(g) All Library policies and rules must be followed by persons at all times while engaging in Communicative Activity pursuant to a duly issued permit.

(h) The Library reminds all patrons that Section 20A-10 of the Town Code of the Town of North Hempstead expressly prohibits affixing posters to Town trees, which include all trees in the right-of-way abutting Library property.



**Manhasset Public Library**  
**Policy on Communicative Activities at Library Facilities**

Patrons requesting permission to display signage should complete the following permit to be approved by Library Administration prior to posting.

Name of patron(s)

Name of patron(s) organization:

Patrons contact information:

Address:

Phone:

Email:

Description of the posting materials:

Attach proposed posting.

I have received a copy of the *Policy on Communicative Activities at Library Facilities* and I agree to abide by the Library's request.

Signed:

Dated:

---

Date request submitted:

Administration approval \_\_\_\_\_ disapproval \_\_\_\_\_ Reason:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date